

# **Request for Proposals**

## **Michigan Nursing Corps Grant Program**

**Michigan Department of  
Community Health**

**Michigan Department of  
Energy, Labor & Economic Growth**

**Release Date:**

**March 1, 2011**

**Proposal Due Date:**

**March 31, 2011**

**1. Applicant Name:**

Contact Person:

Title:

Contact Address, City, State, Zip Code:

County:

Contact Telephone Number:

Contact Fax Number:

Contact E-mail Address:

Applicant Web Address:

Authorized Signature:

Date:

Name & Title (if different than Contact Person above):

**2. \*Person Responsible for Project Reporting\*:**

Contact Person:

Address, City, State, Zip Code:

Telephone Number:

Fax Number:

E-mail Address:

**\*\*Grantees are required to provide written notification to MDCH and MDELEG of any changes to the name or contact information.\*\***

## Submission Method and Due Date

**Deadline for Continuation Proposal Submission:** All proposals must be received by 5:00 p.m., Thursday, March 31, 2011.

Each proposal consisting of one model only must be sent separately via U.S. mail, overnight/express mail, or hand delivery. Facsimiles (fax) will not be accepted. Please send proposals to:

**Attn: Monica Balderson  
Office of the Chief Nurse Executive  
Michigan Department of Community Health  
Capitol View Building, 7<sup>th</sup> Floor  
201 Townsend Street  
Lansing, Michigan 48913**

Proposals must be:

- 12-point type, double-spaced, single sided, 8 ½ x 11, non-glossy paper.
- 5-page limit not including attachments.
- Submit 1 original and 4 copies of each proposal. No electronic copies, faxes, or emails accepted.

**If any information requested in the application is missing or incomplete, the application will not be considered.**

If you have general questions regarding the RFP, please direct them to Monica Balderson at [baldersonm@michigan.gov](mailto:baldersonm@michigan.gov).

A Webinar to address specific questions regarding the RFP will be held on March 15, 2011, 11:00 a.m. to 12:00 p.m. (See Appendix A).

## **SECTION I:**

### **Purpose and General Information**

#### **Purpose:**

The State of Michigan is issuing this Request for Proposal (RFP) in support of the Michigan Nursing Corp. It is in the State's interest to continue to increase the number of educational faculty and clinical education sites to reduce the long wait periods currently experienced by nursing applicants and the delays in timely completion of students' education.

The Michigan Nursing Corps (MNC) RFP for 2011 will consist of two models:

#### **Model A – Masters in Nursing Education**

Provide tuition, books, and fees for the preparation of existing Master's of Science in Nursing Education students who are within 18 months of completing their degree and completing student teaching, to become nursing education faculty and immediately begin classroom instruction.

#### **Model B – Simulation Technology in Nursing Education**

For the purchase of simulation equipment and / or write programs and clinical patient scenarios for simulators for clinical education. This model will create more efficiency in use of clinical faculty. This model will avoid the bottleneck students experience in completing their education due to lack of clinical education sites.

**Funding:** Total funding across both models is \$500,000 for one year.

**Funding Period:** May 1, 2011 – September 30, 2012

**Pre-Bid Webinar:** March 15, 2011, 11:00 a.m. to 12:00 p.m. (See Appendix A)

#### **Eligible Applicants:**

1. Must be a nationally accredited Michigan school of nursing offering a Masters of Science in Nursing Education.
2. Must have a minimum of 5 students enrolled in 2011 MNC program cohort for MSN-Education
3. Written assurance of program continuation and sustainability beyond the 2011 funding period is required.
4. Must maintain a cohort at 90% retention rate for 2011.

**Notification:** MDCH and MDELEG will notify funded and non-funded applicants in writing.

## **SECTION II:**

### **Model A - Program Description for Masters of Science in Nursing Education Faculty.**

This will be for the preparation of existing Master's of Science in Nursing (MSN) Education students who are within 18 months of completing their degree, including a practice teaching component, to become nursing education faculty and immediately begin classroom instruction. Proposals will identify methods and/or technologies utilized. The MSN Education students enrolled in this program will receive a scholarship award that will cover tuition, books, and fees. Awards may be up to \$20,000 depending on the length of program completion. It is essential that all students are successful in completing their programs. In addition, each MSN Education student in receipt of a scholarship award, must sign a contract with the State of Michigan agreeing to teach full time at a nationally accredited public or private 4-year institution, a public 2-year institution, or a tribally controlled community college in Michigan for no less than five (5) years.

The proposal must include an assessment of regional full-time faculty needs and potential full-time positions in a nursing program upon students' completing the MSN Education program. In addition, the proposal shall describe the criteria and method utilized to select students in keeping with the intent of this model.

### **Model B – Simulation Technology in Nursing Education**

These grants will allow programs to purchase simulation equipment and / or write programs and clinical patient scenarios for simulators for clinical education. This model will create more efficiency in use of clinical faculty and avoid the bottleneck students continue to experience in completing their education due to the lack of clinical education sites. The proposal must have a thorough description of the program and must demonstrate teaching technologies to facilitate completion of nursing education programs as well as removal of barriers that result in timely completion of the student's education and entry into the workforce.

## **SECTION III:**

### **Proposal Format and Requirements:**

NOTE: A separate proposal will be required for each Model. Each proposal shall be specific to the Model as described above. Any proposal received describing a combination of the models described above will not be considered.

Each section of the proposal must be numbered to match and address those elements noted in the Proposal Narrative Section (see Appendix B). Be specific and direct in your narrative description. This narrative is limited to 5 pages.

### **Sustainability:**

The budget must support the program during the grant period. Institutions must demonstrate sustainability to support the education/training program after the grant period has ended.

### **Detailed Budget:**

- (a) Applicants must submit a proposed budget for this project that is comprehensive and complete. The budget format is included as Appendix C. A corresponding Budget Narrative must accompany Appendix C with sufficient detail to enable the State to evaluate all costs.
- (b) If applicable, travel expenses will not be reimbursed at rates greater than the State Travel Rates as provided in Appendix C.

Payment for any grant entered into as a result of the RFP will be made according to the following.

An initial advance payment award of 25% of the Total Authorized Budget will be made to Grantee(s) upon execution of the grant. The payment of an additional 25% may be made each quarter thereafter upon submission of documentation showing the initial advance has been spent in total. Backup documentation such as computer printouts of accounts, ledger sheets, check copies, etc. shall be submitted with Payment Requests and maintained for audit purposes in order to comply with this Agreement. The payment of the final 25% of the grant amount shall be made after completion of the project and after the Grant Administrator has received and approved the final comprehensive program summary report.

The final payment is also contingent upon the submission of a final invoice that includes expenditures of grant funds reported by line item and compared to the approved Budget

### **Monitoring and Reporting Program Performance:**

- A. Monitoring. The Grantee shall monitor performance to assure that time schedules are being met and projected work by time period is being accomplished.
- B. Quarterly Reporting. Awardees must provide three (3) quarterly progress reports and participate in project meetings, surveys and provide data deemed necessary by the State as a condition of continued funding. Additional quarterly progress reports may be required as determined by program length. (See Appendix D for report format). Specific dates for reporting will be provided upon notification of grant award.
- C. Final Comprehensive Program Summary Report. A final comprehensive program summary report must be completed describing the program, reflecting program accomplishments towards meeting goals, lessons learned (positive and negative), and barriers and challenges experienced (see below). Copies of newspaper articles, news coverage, newsletters highlighting the funded programs should be included in these progress reports. (See Appendix D format)

Awardees must provide a final Comprehensive Program Summary Report by no later than 30 days after the completion of the program.

The Grantee will do the following:

1. After the Departments have determined the completeness and factual accuracy of the report, the Grantee shall submit one final copy of the report to the MDCH, OCNE.
2. The final Comprehensive Program Summary Report will include the following information:
  - a. A summary of the project implementation plan and any deviations from the

original project as proposed.

- b. Accomplishments, successes, barriers and problems experienced while carrying out the project activities.
- c. Coordinated efforts with other organizations to complete the project.
- d. Impacts, anticipated and unanticipated, experienced as a result of the project implementation.
- e. Financial expenditures of grant money and other contributions to the project, in-kind and/or direct funding.
- f. Any experience in applying the project products and anticipated “next steps”.
- g. Actual Budget expenditures compared to the Budget in this Agreement. Include the basis or reason for any discrepancies.

**NOTE: Final payment is contingent upon receipt, acceptance, and approval of the final Comprehensive Program Summary Report by DELEG and DCH.**

## **SECTION IV: GENERAL PROVISIONS**

### **Project Changes**

Grantee must obtain prior written approval for major project changes from the Grant Administrator

### **Record Retention**

The Grantee shall retain all financial records, supporting documents, statistical records, and all other pertinent records for a period of seven (7) years or greater as provided by law following the creation of the records or documents.

### **Project Income**

Program income shall be used by the Grantee for allowable costs under this grant. All program income must be expended during the life of the grant. To the extent that it can be determined that interest is earned on a grant funded with WIA Title I funds, the applicable interest earned must be included as program income for financial expenditure or reporting purposes on the grant, per Section 667.200(a)(7) of WIA federal regulations.

### **Share-in-savings**

The Grantor expects to share in any cost savings realized by the Grantee. Therefore, final Grantee reimbursement will be based on actual expenditures. Exceptions to this requirement must be approved in writing by the Grant Administrator.

### **Order of Spending**

Unless otherwise required, Grantee shall expend funds in the following order: (1) private or local funds, (2) WIA ARRA funds, (3) WIA Statewide Activities funds, and (4) state funds. Grantee is responsible for securing any required matching funds from sources other than the State.

### **Purchase of Equipment**

The purchase of equipment not specifically listed in the Budget, Appendix B, must have prior written approval of the Grant Administrator. Equipment is defined as non-expendable personal property having a useful life of more than one year and an original per unit acquisition cost of \$5,000 or more. Such equipment shall be retained by the Grantee unless otherwise specified at the time of approval.

### **Accounting**

The Grantee shall adhere to Generally Accepted Accounting Principles and shall maintain records which will allow, at a minimum, for the comparison of actual outlays with budgeted amounts. The Grantee's overall financial management system must ensure effective control over and accountability for all funds received. Accounting records must be supported by source documentation including, but not limited to, balance sheets, general ledgers, time sheets and invoices. The expenditure of state funds shall be reported by line item and compared to the Budget.

### **Audit**

The Grantee agrees that the State may, upon 24-hour notice, perform an audit and/or monitoring review at Grantee's location(s) to determine if the Grantee is complying with the requirements of the Agreement. The Grantee agrees to cooperate with the State during the audit and/or monitoring review and produce all records and documentation that verifies compliance with the Agreement requirements. The Grantor may require the completion of an audit before final payment.

If the Grantee is a governmental or non-profit organization and expends the minimum level specified in OMB Circular A-133 (\$500,000 as of June 27, 2003) or more in total federal funds in its fiscal year, then Grantee is required to submit a Single Audit report to all agencies that provided federal funds to the entity during the fiscal year being audited.

If the Grantee is a commercial or for profit organization which is a recipient of Workforce Investment Act Title I funds and expends more than the minimum level specified in Office of Management and Budget (OMB) Circular A-133 (\$500,000 as of June 27, 2003), then the Grantee must have either an organization-wide audit conducted in accordance with A-133 or a program specific financial and compliance audit conducted. Section .320(a) of OMB Circular A-133 states the Single Audit report must be submitted to the Grantor within thirty (30) days after the completion of the audit, but no later than nine (9) months after the end of the Grantee's fiscal year.

### **Competitive Bidding**

The Grantee agrees that all procurement transactions involving the use of state and federal funds shall be conducted in a manner that provides maximum open and free competition. When competitive selection is not feasible or practical, the Grantee agrees to obtain the written approval of the Grant Administrator before making a sole source selection. Sole source contracts should be negotiated to the extent that such negotiation is possible.

### **Liability**



The State is not liable for any costs incurred by the Grantee before the start date or after the end date of this Agreement. Liability of the State is limited to the terms and conditions of this Agreement and the grant amount.

## **Intellectual Property**

Unless otherwise required by law, all intellectual property developed using funds from this Agreement, including copyright, patent, trademark and trade secret, shall belong to the Grantee.

The federal government reserves a paid up, nonexclusive and irrevocable license to reproduce, publish, or otherwise use and authorize others to use for federal purposes; i) the copyright on all products developed under the grant, including a subgrant or contract under the grant or subgrant; and ii) any rights of copyright to which the grantee, subgrantee or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. Federal funds may not be used to pay any royalty or licensing fee associated with such copyrighted material, although they may be used to pay costs for obtaining a copy, which are limited to the developer/seller costs of copying and shipping. If revenues are generated through selling products developed with grant funds, including intellectual property, these revenues are program income. Program income is added to the grant and must be expended for allowable grant activities.

If applicable, the following needs to be on all products developed in whole or in part with grant funds:

“This workforce solution was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability or ownership. This solution is copyrighted by the institution that created it. Internal use, by an organization and/or personal use by an individual for non-commercial purposes, is permissible. All other uses require the prior authorization of the copyright owner.”

## **Safety**

The Grantee, all contractors, and subcontractors are responsible for insuring that all precautions are exercised at all times for the protection of persons and property. Safety provisions of all Applicable Laws and building and construction codes shall be observed. The Grantee, contractors, and every subcontractor are responsible for compliance with all federal, state and local laws and regulations in any manner affecting the work or performance of this Agreement and shall at all times carefully observe and comply with all rules, ordinances, and regulations. The Grantee, all contractors and subcontractors shall secure all necessary certificates and permits from municipal or other public authorities as may be required in connection with the performance of this Agreement.

## **Indemnification**

Inasmuch as each party to this grant is a governmental entity of the State of Michigan, each party to this grant must seek its own legal representation and bear its own costs; including judgments, in any litigation which may arise from the performance of this grant. It is specifically understood and agreed that neither party will indemnify the other party in such litigation.

## **Cancellation**

The State may terminate this Agreement without further liability or penalty to the State, its departments, divisions, agencies, offices, commissions, officers, agents and employees for any of the following reasons:

### **(a) Termination for Cause**

In the event that Grantee breaches any of its material duties or obligations under this Agreement or poses a serious and imminent threat to the health and safety of any person, or the imminent loss, damage or destruction of any real or tangible personal property, the State may terminate this Agreement immediately in whole or in part, for cause, as of the date specified in the notice of termination. In the event that this Agreement is terminated for cause, in addition to any legal remedies otherwise available to the State by law or equity, Grantee shall be responsible for all costs incurred by the State in terminating this Agreement, including but not limited to, State administrative costs, reasonable attorneys' fees and court costs, and any reasonable additional costs the State may incur.

### **(b) Termination for Convenience**

The State may terminate this Agreement for its convenience, in whole or part, if the State determines that such a termination is in the State's best interest. Reasons for such termination shall be left to the sole discretion of the State and may include, but not necessarily be limited to (a) the State no longer needs the Services or products specified in the Agreement, (b) relocation of office, program changes, changes in laws, rules, or regulations make implementation of the services no longer practical or feasible. The State may terminate this Agreement for its convenience, in whole or in part, by giving Grantee written notice at least thirty (30) days prior to the date of termination. If the State chooses to terminate this Agreement in part, the Budget shall be equitably adjusted to reflect those reductions.

### **(c) Non-Appropriation**

Grantee acknowledges that continuation of this Agreement is subject to appropriation or availability of funds for this Agreement. If funds to enable the State to effect continued payment under this Agreement are not appropriated or otherwise made available (including the federal government suspending or halting the program or issuing directives preventing the State from continuing the program), the State shall have the right to terminate this Agreement, in whole or in part, at the end of the last period for which funds have been appropriated or otherwise made available by giving written notice of termination to Grantee. The State shall give Grantee at least thirty (30) days advance written notice of termination for non-appropriation or unavailability (or such time as is available if the State receives notice of the final decision less than thirty (30) days before the funding cutoff). In the event of a termination under this section, the Grantee shall, unless otherwise directed by the State in writing, immediately take all reasonable steps to terminate its operations and to avoid and/or minimize further expenditures under the Agreement.

### **(d) Criminal Conviction**

The State may terminate this Agreement immediately and without further liability or penalty in the event Grantee, an officer of Grantee, or an owner of a 25% or greater share of Grantee is convicted of a criminal offense incident to the application for, or performance of, a State, public or private contract or subcontract or grant; convicted of a criminal offense, including any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees;

convicted under State or federal antitrust statutes; or convicted of any other criminal offense which in the sole discretion of the State reflects upon Grantee's business integrity.

**(e) Approvals Rescinded**

The State may terminate this Agreement without further liability or penalty in the event any final administrative or judicial decision or adjudication disapproves a previously approved request for purchase of personal services pursuant to Constitution 1963, Article 11, § 5, and Civil Service Rule 7-1. Termination may be in whole or in part and may be immediate as of the date of the written notice to Grantee or may be effective as of the date stated in such written notice.

**No State Employees or Legislators**

No member of the Legislature or Judiciary of the State of Michigan or any individual employed by the State shall be permitted to share in this Agreement, or any benefit that arises from this Agreement.

**Non-Discrimination**

As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I – financially assisted program or activity;

Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;

Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that it will comply with 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

**Unfair Labor Practices**

Pursuant to 1980 PA 278, MCL 423.231, *et seq.*, the State shall not award a grant or subcontract to an employer whose name appears in the current register of employers failing to correct an unfair labor practice compiled pursuant to section 2 of the Act. This information is compiled by the United States National Labor Relations Board. A Grantee, in relation to the Agreement, shall not enter into a contract with a subcontractor, manufacturer, or supplier whose name appears in this register. Pursuant to section 4 of 1980 PA 278, MCL 423.324, the State may void any Agreement if, subsequent to award of

the Agreement, the name of Grantor as an employer or the name of the subcontractor, manufacturer or supplier of Grantor appears in the register.

### **Certification Regarding Debarment**

The Grantee certifies, by signature to this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any federal or State department or agency. If the Grantee is unable to certify to any portion of this statement, the Grantee shall attach an explanation to this Agreement.

### **Illegal Influence**

(a) The Grantee certifies, to the best of his or her knowledge and belief that:

(1) No federal appropriated funds have been paid nor will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this grant, the Grantee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The Grantee shall require that the language of this certification be included in the award documents for all grants or subcontracts and that all subrecipients shall certify and disclose accordingly.

The State has relied upon this certification as a material representation. Submission of this certification is a prerequisite for entering into this Agreement imposed by 31 USC § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(b) The Grantee certifies, to the best of his or her knowledge and belief that no state funds have been paid nor will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any State agency, a member of the Legislature, or an employee of a member of the Legislature in connection with the awarding of any state contract, the making of any state grant, the making of any state loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state contract, grant, loan or cooperative agreement.

### **Governing Law**

The Agreement shall in all respects be governed by, and construed in accordance with, the substantive laws of the State of Michigan without regard to any Michigan choice of law rules that would apply the

substantive law of any other jurisdiction to the extent not inconsistent with, or pre-empted by federal law.

### **Compliance with Laws**

Grantee shall comply with all applicable state, federal, and local laws and ordinances ("Applicable Laws") in performing this Agreement.

### **Jurisdiction**

Any dispute arising from the Agreement shall be resolved in the State of Michigan. With respect to any claim between the parties, Grantee consents to venue in Ingham County, Michigan, and irrevocably waives any objections it may have to such jurisdiction on the grounds of lack of personal jurisdiction of such court or the laying of venue of such court or on the basis of forum non convenience or otherwise. Contractor agrees to appoint agents in the State of Michigan to receive service of process.

### **Assignment**

Grantee shall not have the right to assign the Agreement, or to assign or delegate any of its duties or obligations under the Agreement, to any other party (whether by operation of law or otherwise), without the prior written consent of the Grantor. Any purported assignment in violation of this section shall be null and void.

### **Entire Agreement**

The Agreement, including any Attachments, constitutes the entire agreement between the parties with respect to the grant and supersedes all prior agreements, whether written or oral, with respect to such subject matter.

### **Independent Contractor Relationship**

The relationship between the State and Grantee is that of client and independent Contractor. No agent, employee, or servant of Grantee or any of its Subcontractors shall be or shall be deemed to be an employee, agent or servant of the State for any reason. Grantee will be solely and entirely responsible for its acts and the acts of its agents, employees, servants and subcontractors during the performance of the Agreement.

### **Conflicts**

In the event of a conflict between the terms of this Agreement and any federal or state laws or regulations, the federal or state laws or regulations will supersede any contrary term contained in this Agreement.

## Appendix A

### Michigan Nursing Corp Webinar March 15, 2011 11:00 p.m. – 12:00 p.m.

Welcome! We look forward to your participation in the upcoming Webinar.

In preparation for the Webinar, we ask that you read the following information.

- When you log onto the audio portion of the Webinar, you will hear silence, as the Host/moderator/presenter has his/her phone on mute, as should all other participants.
- If you are logging on for a group, when prompted for your name in the sign-up screen, you may identify your group rather than an individual.
- Connect to the Webinar using **Internet Explorer**.
- If you have trouble logging onto the Web portion of the Webinar, please check to see if you have **pop-up blockers** “enabled”. If so, you need to “disable” them for the duration of the Webinar.
- If you have a virus on your computer, you will NOT be able to join the Webinar.
- Be certain to enter the correct email address on the AT&T Teleconference Service page. Only the email address entered on the Service page will receive the Webinar attachments at the close of the meeting.
- When you are connected to the Web portion of the Webinar you will see “**Webinar Instructions**” which contain important information.
- Once you have logged onto the Web portion of the Webinar, you will see your name on the participant list in the upper right side of your computer screen.
- **DO NOT** put your telephone on HOLD at any time during the conference.
- At the end of the conference, please hang up your telephone and **CLOSE YOUR BROWSER WINDOW** to avoid unnecessary charges.

About 10 minutes before the start of the Webinar, please **dial** into the **audio** portion of the Webinar first, then **log** onto the **Web** portion of the Webinar using the following instructions.

Primary Dial-In: 1 (877) 411-9748 (to join the audio conference call)  
Code: 3949808#

TO JOIN THE AUDIO AND WEB CONFERENCE, PLEASE FOLLOW THESE SIMPLE PROCEDURES:

1. Dial the audio conference dial-in number noted above and enter the passcode as prompted.
2. To login to the Web Meeting on your computer, copy and paste the following URL in your Web browser: <http://www.webmeeting.att.com>
3. On the AT&T Teleconference Service page, please enter the following:
  - 1) Meeting Number – (8774119748)
  - 2) Code – (3949808)
  - 3) Email Address – (enter your email address)
  - 4) Name – (enter your name)
4. Click on the "Submit" button. Note: If you receive an error message, you have logged on too early. You cannot login to the meeting before the Host arrives.
5. Click on the "Participant" button
6. Should your computer require any updates to accommodate Web conferencing, an additional message will be displayed. Follow the instructions to prepare your computer for the meeting. These updates should take 5 minutes to complete.

## APPENDIX B

### Proposal Narrative (5 page limit)

1. SUMMARY: Provide a brief summary of the proposed project.
2. MODEL: Provide a clear description of the program. Be specific in your explanation.
3. INCREASE FACULTY / SIMULATION TECHNOLOGY: Describe how program will reflect a distinct difference between baseline and projected faculty. Include innovative strategies and methods that will be utilized. Describe technologies delivered to students and how this approach can streamline and consolidate clinical learning across all levels of practice. Describe how the project will improve nursing education capacity and the timely program completion for nursing students.
4. WORKPLAN: **In Table Format.** The workplan will be reviewed for:
  - Clear goals and measurable objectives;
  - Clear description of the outcomes to be achieved by the project;
  - Specific timelines (dates) and assignment of responsibility for completion of objectives and activities;
  - Description of methods used to develop, implement, and evaluate the impact of the project;
  - Description of how the results of the project will be shared with MDCH / MDELEG.
5. COST EFFECTIVENESS: Describe the return on investment based on the outcome of the selected model.
6. PROGRAM BUDGET AND DETAILED BUDGET NARRATIVE: The program budget and budget narrative will be reviewed for:
  - The level of funding requested is reasonable to achieve the proposed outcomes;
  - Proposed costs are aligned with project objectives, personnel needs and other resources required to complete project activities;
  - Proposed costs identified as those needed specifically for this project and the rationale for expenditures. Program costs may not be utilized to cover current program capacity.
  - Line item costs are specified on appropriate forms
  - Describe planned level of staff support and how the levels were determined, position descriptions of key project personnel, and knowledge and experience of key project personnel related to the project. Bio-sketches have been included for all key personnel.
  - Indirect permitted will be no more than 10%

**NOTE:** Selection will be based upon scoring of the program narrative and budget and grantees previous compliance with reporting requirements of the Michigan Nursing Corps Initiative.



**APPENDIX C**  
**PROJECT BUDGET**  
**(Budget Period: m/dd /2011 - m/dd/2012)**

Organization's Name  
Address  
Federal ID #

Line #	Budget Line Items	State Share	Match	Total
1	<b>Personnel (if applicable)</b>			
2	Salary: Name, job title, hours x rate of pay	0	0	0
3	Basic Benefits: Associated with job title above. Be specific.	0	0	0
4	Total Salaries	0	0	0
5	Total Basic Benefits:	0	0	0
6	<b>Total Personnel:</b>	0	0	0
7	<b>Supplies, Materials, and Equipment (if applicable)</b>			
8	Name of item, number of units x cost/unit	0	0	0
9	<b>Total Supplies, Materials, and Equipment:</b>	0	0	0
10	<b>Contractual Services – Competitively Bid (if applicable)</b> <b>In narrative explain how bidding will be conducted</b>			
11	Name, job title, hours x rate of pay (In narrative describe service to be performed)	0	0	0
12	<b>Total Contractual Services-Bid Out:</b>	0	0	0
13	<b>In-State Travel (if applicable). Must use State of Michigan In-State Rates. In narrative provide reason for travel</b>			
14	Name and job title	0	0	0
15	Meals for this individual (B - \$7.25, L - \$7.25, D - \$16.50)	0	0	0
16	Lodging for this individual (\$65.00 plus taxes)	0	0	0
17	Mileage for this individual (\$.362 per mile)	0	0	0
18	<b>Total In-State Travel:</b>	0	0	0
19	<b>Other Expenses (if applicable)</b> <b>In narrative provide detailed explanations</b>			
20	Name of Item, number of units x cost/unit	0	0	0
21	<b>Total Other Expenses:</b>	0	0	0
22	<b>Indirect Costs (if applicable)</b> <b>Decimal percentage: .10</b>			
23	Name of Item (Utilities, Maintenance, etc.)	0	--	--
24	<b>Total Indirect Costs:</b>	0	--	--
25	<b>Total Project Costs:</b>	0	0	0

\_\_\_\_\_  
Authorized Preparer's Name (Printed)

\_\_\_\_\_  
Authorized Preparer's Signature

\_\_\_\_\_  
Date

**APPENDIX D**  
**Quarterly Progress / Comprehensive Summary Report**  
**Quarter # (include timeframe)**  
**Grantee Name**  
**Model**  
**Date**

**Program:** Description of program – summarize.

**Length of Programs:**

*Ex: The length of the \_\_\_\_\_ program remained at eight (8) months; however, the curriculum utilized web and on-line programming.*

*Ex: The length of the program for the first cohort of MSN student was 18 months which saved 6 months from the traditional timeframe.*

**Enrollment:**

*Ex: During the year of the grant, there were 14 students admitted to the accelerated MSN-Education program. The majority were female (n=21, 70%) and white (n=29, 97%), with \_\_\_\_\_ African American (%), \_\_\_\_\_ Hispanic (%), etc. We also admitted \_\_\_\_\_ males (provide ethnicity breakouts if possible).*

**Retention:**

*Ex: The retention rate for the first MSN cohort was 100%. Two students left the program due to personal family reasons and one student did not successfully complete a nursing course and is now currently continuing in the traditional program with an expected completion date of \_\_\_\_\_. Retention rate currently is \_\_\_\_\_%.*

**Technologies:**

*Ex: The \_\_\_\_\_ program utilized Web, on-line and CD technologies (describe in more detail if possible).*

**Clinical Instructors:**

*Ex: There were \_\_\_\_\_ clinical instructors trained that have supervised \_\_\_\_\_ students to date. (Provide more detailed information)*

**Additional Information below must be completed for the Final Comprehensive Summary Report**

**Graduation Rates:**

*Ex: Of the first cohort of MSN students, \_\_\_\_\_ have graduated (number and percentage).*

**Employment:**

*Ex: Ten (10) of the \_\_\_\_\_ students enrolled have successfully completed the program and are currently teaching at \_\_\_\_\_. (Please provide student name and educational institution they are teaching at).*

**Learning Successes:**

**Learning Barriers/Challenges:**

**Lessons Learned (positive and negative):**

**What would be done differently:**

**Sustainability:**